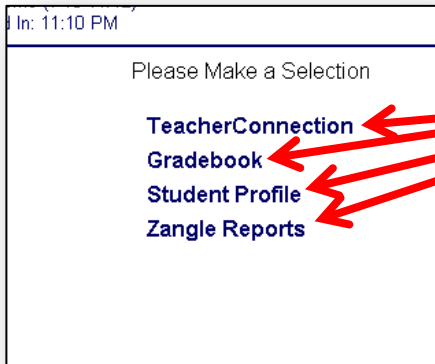


Zangle Tip Sheet

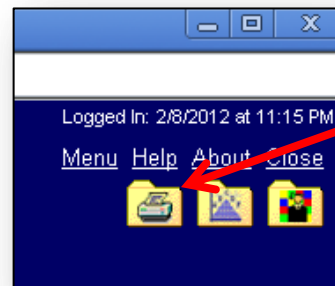
Print a roster:

1.



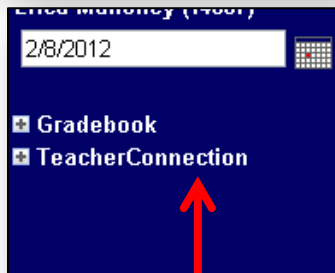
Select any option to access the reports menu.

2.



This button will always bring you to the Reports Page.

3.



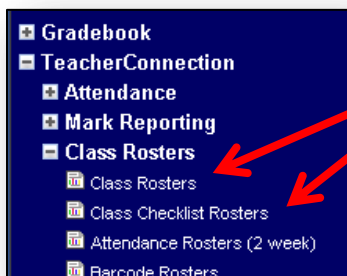
Teacher Connection will direct you to many useful reports (including a variety of rosters).

4.



The Class Rosters Button will bring you to printable options (birthday lists, attendance, checklists, etc.)

5.



- Class Rosters is a simple list which includes Zangle IDs, Birthdays, etc. (great for a substitute folder)
- Class Checklist Rosters are great for monitoring student's center rotations, paperwork collection (permission slips, daily reading logs, math homework, bathroom use, parent contact, etc.)



Entering Grades and Performance Indicators



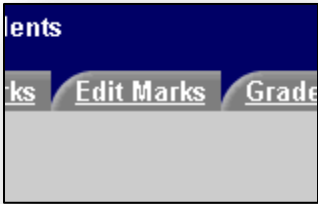
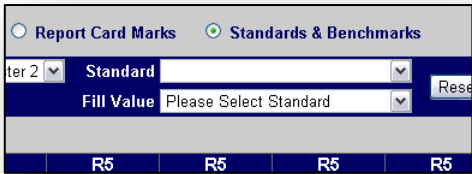
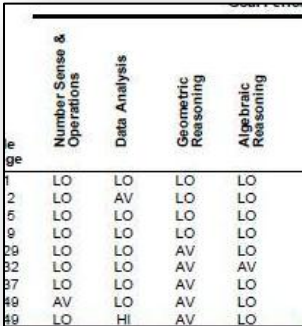

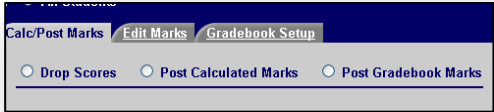

In: 11:10 PM

Please Make a Selection

















- TeacherConnection
- Gradebook
- Student Profile
- Zangle Reports

Non-Gradebook User

Gradebook User

Non-Gradebook User	Gradebook User
<p>During the Zangle Window choose "Edit Marks"</p>  <p>Use the "Edit Marks" tab to add/edit Effort Scores and Performance Indicators.</p> <p>Choose the "Report Card Marks" button to edit grades/effort.</p> <p>Choose the "Standards & Benchmark" button to enter/edit performance indicators.</p>  <p>Suggestion: Both the Standards Based Report Card and the MAP Assessment are aligned to the same targets. The MAP Report which shows "Goal Descriptor": http://db.tt/rGo8VO5x</p> <p>(Instructions to access report) can be helpful in determining performance indicators.</p> <p>L0=1/2 (Intensive/Low Strategic) AV=2/3 (High Strategic Low Benchmark) HI=3/4 (High Benchmark/Above Grade Level)</p>  <p>(Typing in the scores as/is and then looking back to edit quickly can speed the process up...<i>these can be done before the window is opened</i>)</p>	<p>During the Zangle Window: Calc/Post Marks will allow you to post your calculated scores directly from your gradebook.</p>  <p>Choose "Post Gradebook Marks"</p>  <p>These marks can then be edited to meet your needs from the "Edit Marks" tab (example: A student has a posted score of 89% in math, but you know they have worked extremely hard and truly deserves the 90%...you can change the percentage to show the added effort and sway on the side of the student.</p>  <p>Remain in the "Edit Marks" tab to add/edit Effort Scores and Performance Indicators.</p> <p>Choose the "Report Card Marks" button to edit grades/effort.</p> <p>Choose the "Standards & Benchmark" button to enter performance indicators.</p>

***Note: The first column and last column, on content area pages, does not need to be entered here. They are only to be entered on the Edit Marks Page (Grade/Effort)**

R5			
R5.1	R5.2	R5.3	
 <input data-bbox="352 336 397 346" type="text"/>	 <input data-bbox="483 336 529 346" type="text"/>	 <input data-bbox="620 336 665 346" type="text"/>	
 <input data-bbox="352 373 397 384" type="text"/>	 <input data-bbox="483 373 529 384" type="text"/>	 <input data-bbox="620 373 665 384" type="text"/>	
 <input data-bbox="352 409 397 422" type="text"/>	 <input data-bbox="483 409 529 422" type="text"/>	 <input data-bbox="620 409 665 422" type="text"/>	
 <input data-bbox="352 447 397 457" type="text"/>	 <input data-bbox="483 447 529 457" type="text"/>	 <input data-bbox="620 447 665 457" type="text"/>	

☐ Report Card Marks
 ☒ Standards & Benchmarks

Item 2 Standard

Fill Value Please Select Standard





































R5 R5 R5 R5

Report which shows “Goal Descriptor”:

L0=1/2 (Intensive/Low Strategic) AV=2/3 (High Strategic Low Benchmark) HI=3/4 (High Benchmark/Above Grade Level)
(Typing in the scores as/is and then looking back to edit quickly can speed the process up...***these can be done before the window is opened***)

Grade	Number Sense & Operations	Data Analysis	Geometric Reasoning	Algebraic Reasoning
2	LO	LO	LO	LO
5	LO	AV	LO	LO
9	LO	LO	LO	LO
12	LO	LO	AV	AV
17	LO	LO	AV	LO
19	AV	LO	AV	LO
20	LO	HI	AV	LO

Clicking on the magnifying glass will tell you what was entered in earlier semesters. This can help with consistency when scoring comes from formative measures.

R5			R5			R5		
R5.1			R5.2			R5.3		
								
								
								
								

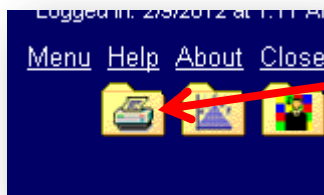
***Note: The first column and last column, on content area pages, does not need to be entered here. They are only to be entered on the Edit Marks Page (Grade/Effort)**

Printing Progress Reports and Missing Assignment Reports

(Gradebook User):

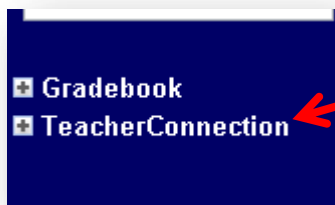
Progress Reports:

1.



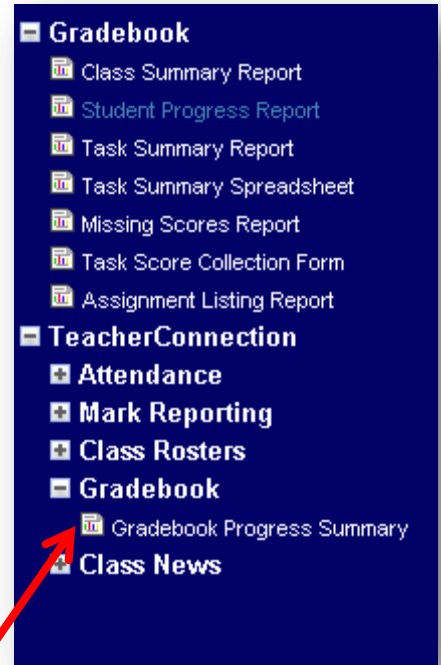
Choose the Reports Button from any screen

2.



Choose Teacher Connection

3.



Choose Gradebook; then Gradebook Progress Summary

4. Choose <All Students> for midterms or "ctrl" "click" those students you choose to create a Progress Report for.

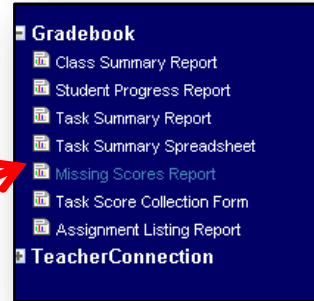
5. Create Report (Printable PDF)

****Prior to creating report: Scroll down to see the options you can choose to show/hide on the report (parent signature line, missing assignments, and you can even type a personal message to show on**

A screenshot of the 'Print Report for' dialog box. At the top, there's a dropdown menu for 'Print Report for:' with '< All Students >' selected. Below it is a list of student names: 'Aaland, Peyton G', 'Albert, Emme A', 'Cantrell, Shania', 'Clark, James', and 'Dasher, Laurel M'. There are three sections: 'Include Students Enrolled On:' with an 'Effective Date' of '2/8/2012'; 'Format Teacher Name:' with radio buttons for 'Title Last name' and 'Last name, First name' (the latter is selected); and 'Include:' with radio buttons for 'Both Current Grade & Current Percentage' (selected), 'Current Grade Only', and 'Current Percentage Only'. There are also checkboxes for 'Missing Score Summary' and 'Parent/Guardian Signature Line', both of which are checked. At the bottom is a 'Note Text:' field with a large white text area.

Missing Assignment Report:

This report will list all missing assignments for each student and/or will show missing assignments for a specified category for each student.

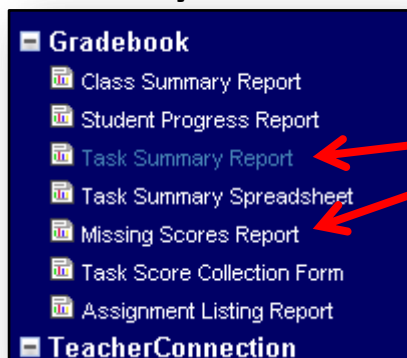


Choose Missing Scores Report

- Choose the current Trimester
- Choose the class for which you would like the Missing Assignments Report.
- Choose <All Assignment Categories> or the Assignment Category you would like to review.
- Select "Create Report"
- The report will be in the form of a printable/savable PDF file.

A screenshot of a web-based form titled "Missing Scores Report". At the top, there are filters: "Show By:" with radio buttons for "Terms" (selected) and "Dates", and a "Term:" dropdown set to "Trimester 2". Below this is "od / Class:" with a dropdown set to "AM EARD5 - Reading 5th Grade (2)". Then "Show:" with radio buttons for "Students Enrolled As Of 2/8/2012" (selected) and "All Students". The main title "Missing Scores Report" is in a dark blue bar. Below it, "Print Missing Scores For:" has a dropdown set to "Literature Circle Packets". An "Include:" section has three checkboxes: "Hidden Scores" (unchecked), "ONLY Students with Missing Scores" (checked), and "ALL Students in Roster" (unchecked). At the bottom is an unchecked checkbox for "Alternate Row Shading".

Print a task summary sheet to monitor current work:



A few of these options will help, but these two are the easiest to use: Task Summary Report and Missing Scores Report.

Suggestion: Click around until you find the right combination of reports to suite your needs.

Check out the professional development page on the district website to view some short, very useful video tutorials if you need more help.

<http://www.mcps.k12.mt.us/portal/Staff/ZangleSupportStaff/Training/tabid/1053/Default.aspx>

You can also contact one of the Instructional Coaches or Tony Zook for more information.